



## MINNESOTA JUDICIAL SYSTEM TENTH JUDICIAL DISTRICT

*Welcomes your interest in the position of*

### **Anoka County Court Administrator**

The Court Administrator serves as the administrative head of the district court in Anoka County. Work includes the overall management of the court which has 17 resident judges, 34 judicial support staff, and 81 FTE Court Administration staff. The Court Administrator is responsible for organizing, directing and coordinating, through managers and supervisors, the activities of subordinates engaged in the direct processing of cases, as well as related staff support. Work includes the development and management of the caseload processing system for all case types handled by the district court including: civil, criminal, traffic, family, probate, mental health, juvenile, and conciliation (small claims). The court administrator has significant and active relationships with many county departments and state court offices. The Administrator is responsible for a \$5.5 million operating budget and processing upwards of \$10 million of fine and fee revenue and other collections. Work is performed with considerable independence. The Court Administrator, formerly known as the Clerk of District, is a position created in the Minnesota Constitution, and the appointed person serves without tenure at the pleasure of the majority of the judges of the 10<sup>th</sup> Judicial District.

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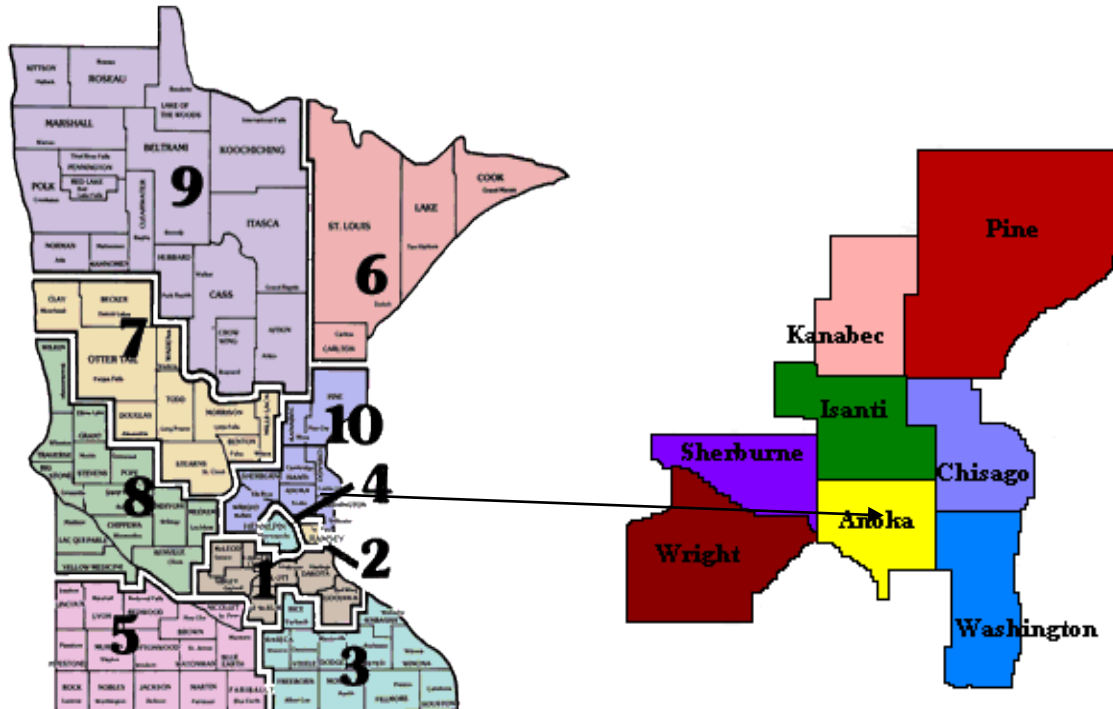
#### **About the Court:**

The Anoka District Court is a general jurisdiction court (Minnesota has a single level trial court). Anoka County is part of the Tenth Judicial District which is one of the fastest growing judicial districts in the state. In addition to Anoka, the Tenth Judicial District also includes the counties of Chisago, Isanti, Kanabec, Pine, Sherburne, Washington and Wright. Forty-five judges serve the district, which is the second largest of Minnesota's ten judicial districts. The eight Court Administrators of the district work collaboratively with the Chief Judge, local judges and the Judicial District Administrator and his staff.

Anoka County has 17 judges, each of whom has a court reporter and law clerk. The court administration team consists of a court administrator, deputy court administrator, three managers, nine supervisors, and 67 full-time staff. In 2010 Anoka County had 61,262 case filings, with a case mix representative of its urban, suburban, and rural communities.



**ANOKA COUNTY COURTHOUSE**



**MINNESOTA'S 10 JUDICIAL DISTRICTS**

**10<sup>TH</sup> JUDICIAL DISTRICT**

## **About the County:**

Anoka County has a population of 330,844 and is the fourth most populous county and one of the fastest growing counties in Minnesota. It is part of the Twin Cities Metropolitan area, and much of Anoka County is within a 20 mile radius of downtown Minneapolis and St. Paul. From south to north, the County includes urban, suburban and rural areas. The County has experienced an increase in diversity with many cultures and languages.

The City of Anoka, where the Courthouse is located, is located on the banks of the Mississippi and Rum Rivers; here you'll find a unique blend of urban amenities in a friendly, small town atmosphere. With award-winning public and private schools, two major hospitals, world class recreational facilities including public and private golf courses, and two post-secondary educational institutions, it's easy to see why so many people are choosing to live and work in Anoka County.

## **The Position:**

The court administrator position in Minnesota is a Constitutional office and considered an appointed public official who serves as the administrative head of the court system in the county. The court administrator is responsible for the overall management of the trial court operations on the county level. The court administrator is responsible for caseflow, jury, financial, facility, technology, and human resource activities related to the district court. The court administrator's work is performed with independence. The Court Administrator works closely with the local chair of chambered judges and the Judicial District Administrator.

Typical duties of the Court Administrator include, but are not limited to:

### **Leadership**

- Assists the judiciary and the Judicial District Administrator in the formulation and implementation of judicial branch policy. Develops or modifies procedures to ensure compliance and supervises policy implementation; evaluates functions and makes recommendations for policy changes.
- Formulates and implements policy with respect to the operation of court administration at the county level and evaluates the quality of court administration functions and makes program changes as necessary.
- Works as a member of the Tenth District Administration Group on a variety of policies, operational issues, and strategic planning.
- Serves on a variety of court committees and boards both locally and statewide to improve the judicial system.
- Works closely with Anoka County officials including commissioners and department heads on matters pertaining to the justice system.

### **Case Management and Jury Operations**

- Coordinates, organizes and supervises caseflow management (through subordinate supervisors as necessary) of the various case processing activities of this general jurisdiction trial court.
- Participates in the development and monitoring of performance measures and conducts continuing research and evaluation of court programs and operations to increase the efficiency and effectiveness of caseflow management.
- Administers the jury system in the most efficient and cost effective way while complying with legal requirements and securing the comfort and safety of the jurors.

### **Financial**

- Identifies local needs and develops an annual court budget to reflect the needs of the trial court and court administration and guides the budget through the District approval process.
- Manages the financial aspects of local court operations including accounting, purchasing, contract administration, payroll, and grant management. Maintains financial records and prepares financial and administrative reports.
- Manages collection, receipt and accounting of revenues; maintains safe custody of

funds and valuables, invests or distributes funds, and ensures financial control functions.

- Manages justice system related expenses that remain the responsibility of county government; coordinates purchase of service contracts with county officials and oversees expenditures and payments.

#### Personnel

- Designs an organizational structure and allocates staff to fulfill the operational needs of the court.
- Directs and supervises, through managers and supervisors, the work of all non-judicial employees of the Court Administrator's Office.
- Directs court personnel management including recruitment, hiring, training, performance evaluation, discipline, and discharge. Administers judicial personnel regulations and the provisions of collective bargaining contracts.

#### Records and Technology

- Evaluates opportunities for technologies that expand the capacity of the court system and coordinates technology initiatives with the Judicial District Administrator
- Oversees the initiation, maintenance and data quality of case records in the trial court information system, and the use of system generated forms and reports.
- Oversees recordkeeping and records management of physical and digital records. Insures they are maintained, secured, and accessible. Works with county government to secure safe keeping of court records within county facilities.

#### General

- Oversees facility management and space planning. Generally responsible for all facility related matters Plans and organizes space management; plans court facilities, maintenance of buildings, and security of facilities; meets with officials to plan and monitor procedures, office layout and design.
- Advises judges and lawyers regarding the administrative procedures of the court; identifies deficiencies in documents submitted by litigants/counsel and drafts proposed orders upon request.
- Analyzes and prepares court security plans and coordinates with local law enforcement on courthouse security issues.
- Analyzes and prepares contingency plans for local court in case of emergencies and/or natural disasters.
- Resolves complaints on court related matters from the public, law enforcement, attorneys and others.
- Participates in community judicial branch outreach by coordinating visits and contact with legislators and other elected officials, speaks to school and civil groups about the courts and judicial branch activities, collaborates with legal service providers to assist pro se customers of the court.

## **Examples of Knowledge, Skills, and Abilities**

- Able to operate at an executive level with judges, court leaders, state and county agency management, and elective officials.
  - Able to act as a liaison to other governmental agencies to promote collaboration and management of change in an atmosphere of limited financial resources, while maintaining the integrity of the court as a separate but equal branch of government.
  - Able to translate the court mission and core functions into strategic plans and direct strategic initiatives into action.
  - Experience in formulating, interpreting and implementing organization wide policies and procedures.
  - Able to professionally communicate in writing and speech and relate to individuals both within and outside the court system through appropriate communication styles.
  - Able to represent the court in non-judicial matters with others such as the news media, committees, planning groups, bar association, and the general public.
  - Able to interpret and make work-related decisions in accordance with statutory mandates, rules of court, court procedures and policies, legal documents and judicial system policies as they relate to administrative matters.
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## **Qualifications:**

Any combination of training and work experience which indicates possession of the knowledge, abilities and skills to succeed in carrying out the responsibilities listed above. An example of an acceptable qualification for this position is:

Graduation from an accredited four-year college or university with a bachelor's degree in business, public administration, court administration or related field required; prefer master's degree in judicial administration or related field and extensive court supervisory, management and administrative experience and/or certification as a Fellow of the Institute for Court Management, National Center for State Courts or certificate of completion of the ICM Court Management Program.

The candidate must have five to seven years of increasingly responsible administrative management experience.

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## **Compensation & Benefits:**

The salary range for this position is \$31.67 - \$49.06 hourly (\$66,127 - \$102,437 annually). As a state employee, the position enjoys an excellent benefits package that includes:

- Health and dental insurance
- Retirement plan
- Deferred Compensation
- Health Care Savings Plan

- Disability and Long Term Care Insurance
  - Life Insurance Policy
  - Vacation, Sick, and Holiday leave
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**To Apply:**

Interested candidates should apply online at [www.mncourts.gov/careers](http://www.mncourts.gov/careers). Please attach a cover letter and resume to your online application.

**The application deadline is April 20, 2011 at 4:30pm.**

First interviews will take place on or about April 29, 2011

*Successful candidate will be required to pass a criminal background check.*

**Equal Opportunity Employer**